

Attaching Documents

- Click the “**Submit PAE**” button in the top ribbon.
- Look to the right of the **Actions** box and locate the word “**File**” in red.
- Go to the **Actions** box and left click the drop down arrow.
- Left click on “**Add File**” item.
 - This will generate an “Add File Attachment” window.
- Type patient’s last name in **Name** field.
- Left click the “**Browse**” button (this will take you to your saved files on your computer.)
- Locate the medical documents file attachment that was scanned and saved at the onset of the PAE Process.
- Left click to only **highlight** the attachment(do not open attachment/s).
- Click the “**Open**” button on bottom right side of page (this will return the attachment to the **Path** field on the **Add File Attachment** window.
- Make sure box is checked “**On Success, Automatically Close This Window**”
- Click “**Upload and Attach File**” button.
- Once all attachments are made, click “**OK**” at the top of the screen.

Remember: PAES have not been submitted via TPAES until you have attached your documents and clicked the “OK” button.